

REPORT FROM THE CAML ANNUAL MEETING, OTTAWA 1982.

Special Cataloguing Problems: Information files.

The vertical files in the Music Department at the Metropolitan Toronto Library are a primary source of information for contemporary personalities, current musical events and a range of musical subjects for which monograph information is not available.

Sources and selection.

The Toronto Globe and Mail and the Toronto Star are clipped daily and perhaps provide the bulk of the material although other material--press releases from CBC, the Canadian Opera Company, the National Arts Centre, the Royal Conservatory, International Artists, the St. Lawrence Centre; brochures and articles gleaned from any variety of sources (festivals, magazines, organizations)--are sought and added. No attempt is made to search out and add all published articles on any personality. The files, in that sense, supplement Music Index and the index of current magazines (primarily Canadian) produced by the department staff. Stress is on Canadian material, especially biographical information. We clip and add every article music-related that appears in the two newspapers. At the present time--ongoing for a number of years--we are reviewing and weeding files, removing the little items that once may have had currency but from a longer range perspective contribute nothing to the historical record. We are more frequently giving individual access to pamphlets or substantial articles (off-prints, photocopies), Department (not cataloguing) staff provide basic cataloguing, assign desired subject headings, assign an accession number, and file the item in a designated Pamphlet File. Pale-coloured cards in the catalogue identify these items as Department-processed.

Organization and method.

Newspaper articles and partial page items are mounted on letter-size white paper, clipped and reassembled if necessary to accomplish this. Each article is identified by subject, source and date. Files are housed in one alphabetical sequence in file cabinets in a non-public area. For each file an index card is made and filed in the public catalogue in drawers marked Vertical File Index. Canadian files and index cards are colour identified as an aid to users. Users are referred to the Index and request desired files by presenting retrieval slips.

Headings

Most files are Name files. We use the familiar form of the name, the name known by the public. Cross references are made in the index as necessary. Rock and pop groups and ensembles are entered

by the name of the group. In the case of Canadian chamber ensembles "see" and "see also" references are made from the name of each member of the ensemble. Sometimes it is necessary to duplicate an article when it relates to more than one person for each of whom there is a separate file. Obviously, files do not remain fixed. As groups form and split, files must somehow be adjusted. This is particularly true in the case of jazz groups and smaller chamber ensembles where some of the personalities continue in individual careers. "See also" references in the index are utilized in these instances. Subject files are the most difficult and least frequently used. Experience in assigning headings for these files has proved that LC subject headings are best. Experience also shows that a small range of subjects is used--those for which material is not available readily elsewhere (monographs, magazines). Important files seem to be Jazz-Toronto, Phonorecords--Industry and trade--Canada, Rock concerts, New wave music, Musicians--Labour relations. Much used are the files on Massey Hall and Roy Thomson Hall. "Season" files for long established institutions or ensembles are maintained (e.g. TSO, COC, Kiwanis Festival, Jazz-Toronto). Divisions are made according to the amount of material gathered over a year, two years, etc. and are reviewed and weeded at the end of the "season". Information is retained to give a historical or focussed perspective.

#### Life of the files

Some of the most "successful" files have no permanency whatever! Files for the Rolling Stones and Led Zeppelin, for instance, have disappeared and been reborn. Because of this risk of losing file contents, in the last two years we began a program of microfilming the contents of the most valuable Canadian files<sup>1</sup>. Thus, for the record, and for many of our user/researchers, a source of information will remain.

<sup>1</sup>Note that for copyright reasons, duplication of this microfilm cannot be made available to interested institutions or individuals.

Isabel Rose.

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#### CAML CONFERENCE - 1983

Set aside Monday, 30 May through Wednesday, 1 June, 1983 to attend the CAML Conference and Annual Meeting in Vancouver, B.C. The University of British Columbia will be hosting our meeting